

REPORTS INVENTORY

CONTROL NO.

DDS/OL/PD-7

STAT

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Special Monthly Report

2. TYPE
OF
REPORT

X

STATISTICAL

X

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

X

PERSONNEL

LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

Orig

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not
number of copies)

1

7. FORMAT (memorandum, form
computer print-out, etc)
Memorandum

8. ADP PROCESSING

YES

X NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Director of Logistics

10. PREPARING COMPONENT (include lowest level
contributing information to report)

OL/PD/GPB/CPS

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-7	4.15		4		16.60		12		199.20
GS-6	3.74		1		3.74		12		44.88

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

244.08

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Verbally requested by the Director of Logistics

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

X

RETAIN AS IS

OTHER (explain)

Retain until requirement

rescinded

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

9/21/70

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Chief, OL/PD/GPB/CPS

18. EXTENSION

FORM
9-70

142

Classification

(22-36-43)